

~~CONFIDENTIAL~~

11 January 1961


MEMORANDUM FOR: Chief, Records Management Staff

SUBJECT : Records Disposition

1. Reference is made to your memo of same subject dated 5 January 1961. As you know from previous contacts with us, the CS is paying increasing attention to this matter of accumulated paper and current paperwork procedures. FY 1960 inventory indicated that, at CS headquarters, we experienced a net reduction of 3,992 cubic feet from the previous year. An effective total of 15,692 cubic feet of records were removed from headquarters safes and vaults and either retired or destroyed. These figures, of course, are estimates, primarily, and still show large areas of records management where improvements would be beneficial.

2. You will be interested in knowing that we have received approval, in principle, of embarking immediately on another records inventory of headquarters. This inventory will be more sophisticated than the one taken FY 1960 and, it is hoped, will lend itself to: (1) immediate disposition of non-current records by retirement or destruction by action of area divisions and staffs and (2) the formalization of Records Control Schedules in the traditional sense of the word. Also, as a by-product, we anticipate certain paperwork and procedural improvements will be possible.

3. We appreciate your past assistance in records matters and will continue to, increasingly, call upon you in the future.

  
DD/P Records Management Officer

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## ROUTING AND RECORD SHEET

case 3-4  
Rec. Disposition

SUBJECT: (Optional)

## Records Disposition

FROM:

DD/P Records Management Officer

NO.

DATE

11 January 1961

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/Records Management Staff  
604 1016 16th Street

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USE PREVIOUS  
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